

## Job Description

Job Title: Shipping & Receiving Clerk I

Department: Manufacturing

Reporting to: Manufacturing Manager

FLSA Status: Non-Exempt

Summary: Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment. Affixes' shipping labels on packed cartons or stencils identifying shipping information on cartons. Assembles wooden or cardboard containers or selects pre-assembled containers. Inserts items into containers. Nails covers on wooden crates and binds containers with metal tape. Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Routes items to departments. Examines outgoing shipments to ensure shipments meet specifications. Maintains inventory of shipping materials and supplies. Operates tier lift truck or uses hand truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area. Responsible for kitting parts to be sent out to contract manufacturers. Proficient with the operation of the Bar Code control of the Kanban inventory system. Assist in assembly area with electro-mechanical and mechanical assembly when time allows.

### Competency:

Job Knowledge – Competent in required job skills and knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively. Commitment to Productivity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly; Achieves established goals. Commitment to Quality - Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to doing the best job possible; Completes tasks on time or notifies appropriate person with an alternate plan. Cooperation - Establishes and maintains effective relations; Exhibits tact and consideration; Displays positive outlook and pleasant manner; offers assistance and support to co-workers; Works cooperatively in group situations; Works actively to resolve conflicts.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Adaptability - Adapts to changes in the work environment; Manages competing demands; Accepts criticism and feedback; Changes approach or method to best fit the situation. Attendance/Punctuality – Schedules time off in advance; Begins work on time; Ensures work

responsibilities are covered when absent; Arrives at meetings and appointments on time.  
Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education/Experience:

High school diploma or general education degree (GED); with 3 years related experience or equivalent combination of education and experience.

Computer Skills: To perform this job successfully, an individual should have knowledge of Inventory software, Manufacturing software (Syteline), and Microsoft Office applications.

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions.

The noise level in the work environment is usually moderate.

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Peripheral vision, Depth perception and Ability to adjust focus.